

STATE OF NEW JERSEY  
DEPARTMENT OF CHILDREN AND FAMILIES  
**OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT**

<b>Center Name:</b> Rachael's School House, Inc.				<b>Center ID#:</b> 130900136		<b>County:</b> Atlantic	
<b>Address:</b> 319-323 E. Jimmie Leeds Road, Suite 400 & 600			<b>City:</b> Galloway		<b>Zip Code:</b> 08205		<b>Email:</b>
<b>Phone:</b> 609-418-5424		<b>Fax:</b>		<b>Initial Inspection:</b> 11/1/2013		<b>License Status:</b> T 5/1/14 T 11/01/14 T 2/1/15 T 5/1/15	
<b>Due Date(s):*</b>	12/2/2013	12/16/2013	1/21/2014	2/10/2014	2/24/2014	3/14/2014	
<b>Date(s) Reinspection:</b>	12/2/2013	1/7/2014	1/27/2014	2/10/2014	2/28/2014	3/24/2014	
<b>Due Date(s):*</b>	4/7/2014	4/30/2014	5/15/2014	6/12/2014	7/22/2014	8/14/2014	
<b>Date(s) Reinspection:</b>	3/28/2014	4/16/2014	5/5/2014	5/29/2014	7/8/2014	7/31/2014	
<b>Due Date(s):*</b>	9/8/2014	10/10/2014	11/7/2014	12/16/2014	1/14/2015	2/24/2015	
<b>Date(s) Reinspection:</b>	8/25/2014	9/25/2014	10/23/2014	12/1/2014	12/30/2014	2/9/2015	
<b>Due Date(s):*</b>	2/24/2015	3/16/2015	4/16/2015	4/28/2015			
<b>Date(s) Reinspection:</b>	2/19/2015	2/27/2015	4/1/2015	4/23/2015	4/29/2015		
<b>Due Date(s):*</b>							
<b>Date(s) Reinspection:</b>							
<b>Due Date(s):*</b>							
<b>Date(s) Reinspection:</b>							
<b>Due Date(s):*</b>							
<b>Date(s) Reinspection:</b>							
<b>Center is in compliance with requirements as of:</b> 4/29/2015 <i>*Reinspection occurs on or soon after due date</i>							
Phone Calls: 1/27/14; 4/16/14 / Complaint 5/29/14 / Inspection on 2/19 was because no phones were working and stated school was closing.							
<b>Renewal</b> <input type="checkbox"/> <b>Initial</b> <input checked="" type="checkbox"/> <b>Monitor</b> <input type="checkbox"/> <b>Increase</b> <input checked="" type="checkbox"/> <b>Age Change</b> <input type="checkbox"/> <b>Relocation</b> <input type="checkbox"/> <b>New Sponsor</b> <input type="checkbox"/> <b>Space Evaluation</b> <input type="checkbox"/>							
<b>Complaint #</b> 265							
<b>Date Cited</b> M/D/Year	<b>Date Abated</b> M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):					
<b>Supervision, Staff/Child Ratios &amp; Space</b>							
		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.					
		<input type="checkbox"/> 2. Provide immediate access to 1 additional adult for the school-age program when it is permitted to operate with only 1 staff member present.					
3/28/2014	3/28/2014	<input checked="" type="checkbox"/> 3. Ensure that children are supervised by a staff member at all times.					
<b>Notes:</b> An infant was sleeping in room 6 unsupervised. / RECITED 7/8/14 - Abated 7/31/14							
9/8/2014	9/25/2014	<input checked="" type="checkbox"/> 4. Develop and implement a method to keep track of all the children, including at off-site locations.					
2/28/2014	3/24/2014	<input checked="" type="checkbox"/> 5. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.					
<b>Notes:</b> RECITED 5/5/14- Abated 9/25/14							
		<input type="checkbox"/> 6. Ensure that staff meet minimum age requirements and those below 18 years old and new staff who have not completed orientation are directly supervised by staff at least 18 years old.					
		<input type="checkbox"/> 7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age					
		<input type="checkbox"/> 8. Cease caring for children below 2 ½ years of age.					
		<input type="checkbox"/> 9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.					
		<input type="checkbox"/> 10. Assign a primary caregiver for group of 4 infants and 6 toddlers.					
2/28/2014	3/24/2014	<input type="checkbox"/> 11. Post the center's license in a prominent location in each building.					
1/7/2014	3/24/2014	<input checked="" type="checkbox"/> 12. Operate within the center's licensed capacity and within each room's capacity.					

**Note:** If number is checked, see attachment page(s) for clarification.

Notes:		
2/28/2014	3/24/2014	<input checked="" type="checkbox"/> 13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
2/28/2014	3/24/2014	<input checked="" type="checkbox"/> 14. Ensure the children's health, safety and well-being.
Notes: # 14 RECITED 5/29/14- Abated 10/23/2014		
<i>Activities &amp; Discipline</i>		
2/28/2014	3/24/2014	<input checked="" type="checkbox"/> 15. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
2/28/2014	3/24/2014	<input checked="" type="checkbox"/> 16. Provide a sufficient variety of age-appropriate activities.
1/7/2014	3/24/2014	<input checked="" type="checkbox"/> 17. Provide age-appropriate time frames for each activity.
5/5/2014	10/23/2014	<input checked="" type="checkbox"/> 18. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 19. Plan and implement opportunities for school-age children's involvement in activity planning.
		<input type="checkbox"/> 20. Take children outdoors daily.
2/28/2014	10/23/2014	<input type="checkbox"/> 21. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		<input type="checkbox"/> 22. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 23. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 24. Significantly limit the use of TV/computer/video for children under the age of 2.
1/7/2014	2/18/2014	<input checked="" type="checkbox"/> 25. Prepare and post a written discipline policy including acceptable actions that staff members may take.
8/25/2014	8/28/2014	<input checked="" type="checkbox"/> 26. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
Notes:		
		<input type="checkbox"/> 27. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
		<input type="checkbox"/> 28. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
<i>Nutrition &amp; Rest</i>		
		<input type="checkbox"/> 29. Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner..
Notes:		
		<input type="checkbox"/> 30. Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.
		<input type="checkbox"/> 31. Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		<input type="checkbox"/> 32. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
Notes:		
		<input type="checkbox"/> 33. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
2/28/2014	3/24/2014	<input checked="" type="checkbox"/> 34. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at ( <a href="http://www.fus.usda.gov/cacfp/child-day-care-centers">www.fus.usda.gov/cacfp/child-day-care-centers</a> ))
5/5/2014	7/8/2014	<input checked="" type="checkbox"/> 35. Provide age-appropriate seating for children who no longer need to be held for feeding.
		<input type="checkbox"/> 36. Ensure feeding plans for children less than 18 months old include breastfeeding arrangements/ accommodations when applicable and are maintained in writing for children less than 12 months old.
2/28/2014	3/24/2014	<input checked="" type="checkbox"/> 37. Label each child's bottle with the child's name and date.
		<input type="checkbox"/> 38. Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.
		<input type="checkbox"/> 39. Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.
		<input type="checkbox"/> 40. Ensure that bottles are not propped when children are feeding.
		<input type="checkbox"/> 41. Remove bottles and cups when children have fallen asleep and when crawling or walking.
		<input type="checkbox"/> 42. Provide daily rest period for each child aged 18 months to 5 years who attends the center for 4 or more consecutive hours and as needed for each child below 18 months.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 43. Provide alternative activities for children who rest for 30 minutes and do not need more rest.
		<input type="checkbox"/> 44. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets.
Notes:		
		<input type="checkbox"/> 45. Ensure that sleeping equipment is free of pillows, soft bedding and other hazards when occupied by a sleeping child, and that bedding does not cover the child's face.
		<input type="checkbox"/> 46. Identify and store individually each child's sleeping equipment and bedding.
		<input type="checkbox"/> 47. Provide enough light in rooms where children are napping to allow staff to see them.
5/29/2014	8/25/2014	<input type="checkbox"/> 48. Repair and/or replace sleeping equipment that is in disrepair.
		<input type="checkbox"/> 49. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
5/5/2014	9/25/2014	<input type="checkbox"/> 50. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 51. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 52. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

**Illnesses & Accidents**

		<input type="checkbox"/> 53. Designate an area where sick children can be separated from well children and provide rest equipment.
1/7/2014	8/25/2014	<input type="checkbox"/> 54. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.
		<input type="checkbox"/> 55. Notify parents immediately of: head/facial injury; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
1/7/2014	8/25/2014	<input checked="" type="checkbox"/> 56. Maintain an accident log that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; time of notification to parent.

**Administration & Parent Involvement**

5/29/2014	7/8/2014	<input checked="" type="checkbox"/> 57. Provide the center's telephone number in writing or by e-mail to parents of all enrolled children.
1/7/2014	2/18/2014	<input checked="" type="checkbox"/> 58. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
		<input type="checkbox"/> 59. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
		<input type="checkbox"/> 60. Designate someone in the center to carry out the director's responsibilities when the director is absent.
		<input type="checkbox"/> 61. Ensure that the head teacher, group teacher and program supervisor are scheduled to work at least 75 percent of the center's daily operating hours, or at least 6 hours a day, whichever is less.
		<input type="checkbox"/> 62. Ensure that the head teacher/group teacher schedule time in other classrooms.
		<input type="checkbox"/> 63. Establish and maintain a staff substitute system.
		<input type="checkbox"/> 64. Hold parent/staff conferences semi-annually and upon request.
		<input type="checkbox"/> 65. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.

**Program Records**

1/7/2014	4/29/2015	<input type="checkbox"/> 66. Complete and maintain at the center the staff records checklist.
Notes:		
11/1/2013	12/1/2014	<input type="checkbox"/> 67. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
11/1/2013	4/29/2015	<input type="checkbox"/> 68. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
		<input type="checkbox"/> 69. Provide the following records for the director, head teacher, group teacher or program supervisor: education / training experience.

Notes:

2/28/2014	10/15/2014	<input checked="" type="checkbox"/> 70. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
Notes: # 70 - Submit education documentation for head teacher/director - Abated 3/28/14. / RECITED 7/8/14- Abated 10/23/14		
1/7/2014	10/23/2014	<input checked="" type="checkbox"/> 71. Provide and document the orientation training provided within two weeks of hire to all staff members in: center operations; policies and procedures; supervision; tracking; group size limits; primary caregiver responsibilities; release policy; discipline policy; health practices; evacuating the center; using fire alarms; recognizing and reporting child abuse/neglect.

Notes:

1/7/2014	3/24/2014	<input checked="" type="checkbox"/> 72. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
5/5/2014	5/29/2014	<input checked="" type="checkbox"/> 73. Ensure new directors complete staff development in Understanding Licensing Regulations within 90 days of hire.
1/7/2014	2/27/2015	<input type="checkbox"/> 74. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.

Note: If number is checked, see attachment page(s) for clarification.

1/7/2014	2/27/2015	<input type="checkbox"/> 75. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
1/7/2014	N/A	<input type="checkbox"/> 76. Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.
1/7/2014	10/23/2014	<input type="checkbox"/> 77. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		<input type="checkbox"/> 78. Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		<input type="checkbox"/> 79. Maintain a written outline of daily activities.
1/7/2014	2/18/2014	<input type="checkbox"/> 80. Complete and maintain at the center the children's records checklist.
Notes: # 80 - ( Abated 2/18/14 Fax.)		
1/7/2014	3/24/2014	<input type="checkbox"/> 81. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website <a href="http://www.cpsc.gov/Recalls">www.cpsc.gov/Recalls</a>
1/7/2014	10/23/2014	<input checked="" type="checkbox"/> 82. Ensure that the Universal Health Record is updated annually and received upon admission to the center unless records are coming from another state or country, where a 30 day grace period is permitted.
1/7/2014	4/28/2015	<input type="checkbox"/> 83. Ensure staff designated to administer medication are trained and that at least two staff are trained if using blood glucose monitors, nebulizers and/or epi-pens.
		<input type="checkbox"/> 84. Maintain medication records that include the following: child's name and parental authorization; name of the medication; illness being treated; dosage, frequency and other instructions; time and by whom the medication was administered; any adverse effects.
		<input type="checkbox"/> 85. Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
		<input type="checkbox"/> 86. Maintain at the center and distribute to parents a written policy on communicable disease management.
		<input type="checkbox"/> 87. Maintain on file and follow the written policy on the release of children.
		<input type="checkbox"/> 88. Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; parental receipt of the policy.
		<input type="checkbox"/> 89. Obtain from parents and maintain at the center: blanket permission slips for walks; individual permission slips for field trips, including information on type of vehicle used and designated drivers.
1/7/2014	2/18/2014	<input checked="" type="checkbox"/> 90. Maintain at the center documentation of a current comprehensive general liability insurance policy.

### Sanitation & Diapering

1/7/2014	2/10/2014	<input checked="" type="checkbox"/> 91. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		<input type="checkbox"/> 92. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
1/7/2014	2/10/2014	<input checked="" type="checkbox"/> 93. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
		<input type="checkbox"/> 94. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.
		<input type="checkbox"/> 95. Provide disposable rubber gloves for contact with blood or vomit.
		<input type="checkbox"/> 96. Change each child's diaper when wet or soiled.
		<input type="checkbox"/> 97. Provide a diapering area within 15 feet of a sink not used for food preparation.
		<input type="checkbox"/> 98. Ensure that diapering does not take place in an area or on a surface used for food preparation.
1/7/2014	2/10/2014	<input type="checkbox"/> 99. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.
		<input type="checkbox"/> 100. Place soiled disposable diapers in a closed container with a leakproof lining.

**Bathroom & Kitchen Facilities**

		<input type="checkbox"/> 101. Ensure all toxic substances and medications are inaccessible to children.
Notes:		
3/28/2014	5/5/2014	<input checked="" type="checkbox"/> 102. Ensure that children cannot lock themselves in bathrooms.
		<input type="checkbox"/> 103. Provide bathroom supplies as follows: soap; toilet paper; individual/disposable towels; platforms.
		<input type="checkbox"/> 104. Securely fasten the bathroom equipment.
		<input type="checkbox"/> 105. Sand and paint rusted bathroom stall dividers.
		<input type="checkbox"/> 106. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
7/31/2014	8/25/2014	<input checked="" type="checkbox"/> 107. Designate and visibly identify the staff/adult toilet facility.
		<input type="checkbox"/> 108. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children.(SA)
		<input type="checkbox"/> 109. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit. (SA)
		<input type="checkbox"/> 110. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
		<input type="checkbox"/> 111. Provide a barrier to the kitchen area to prevent accidental access by children.
		<input type="checkbox"/> 112. Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.
		<input type="checkbox"/> 113. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
		<input type="checkbox"/> 114. Ensure that food waste receptacles are lined and maintained in a sanitary condition.

**Health & Fire Safety**

		<input type="checkbox"/> 115. Provide and make accessible to staff; a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
		<input type="checkbox"/> 116. Post a sign in a prominent location to prohibit smoking when the center is operating.
		<input type="checkbox"/> 117. Take necessary action to free the center of infestation by rodents and insects, provide documentation.
		<input type="checkbox"/> 118. Obtain and maintain on file a current health certificate.
		<input type="checkbox"/> 119. Obtain and maintain on file a current fire certificate.
1/7/2014	4/29/2015	<input checked="" type="checkbox"/> 120. Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.
2/28/2014	3/24/2014	<input type="checkbox"/> 121. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 122. Ensure the center's fire protective systems are operative at all times.
		<input type="checkbox"/> 123. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
1/7/2014	3/24/2014	<input type="checkbox"/> 124. Post a diagram depicting: approved areas; evacuation routes; room identifications.
		<input type="checkbox"/> 125. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes:

1/7/2014	2/28/2014	<input checked="" type="checkbox"/> 126. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		<input type="checkbox"/> 127. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 128. Remove excess storage and/or combustibles from the furnace room.
		<input type="checkbox"/> 129. Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
		<input type="checkbox"/> 130. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
		<input type="checkbox"/> 131. Provide and maintain in good condition: handrails on all stairs with 3 or more risers; guardrails on all open sides of landing with intermediate guards spaced no more that 4 inches apart.
		<input type="checkbox"/> 132. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
		<input type="checkbox"/> 133. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code:
1/7/2014	2/10/2014	<input checked="" type="checkbox"/> 134. Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
		<input type="checkbox"/> 135. Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.

**Environmental Safety**

		<input type="checkbox"/> 136. Complete and submit a DCF Renewal Attestation Form with the center's previous DEP approval letter attached and any other environmental documents if applicable.
--	--	---

Note: If number is checked, see attachment page(s) for clarification.



		<input type="checkbox"/> 137. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from the Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site on which the center is located. [Note: Check the DEP website at <a href="http://www.state.nj.us/dep/dccrequest">www.state.nj.us/dep/dccrequest</a> for the most current information.]
		<input type="checkbox"/> 138. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
		<input type="checkbox"/> 139. Submit current documentation from the DEP, Bureau of Water System Engineering (BSDW), for centers not on a public community water system. [Note: Check the DEP, BWSE website at <a href="http://www.state.nj.us/dep/dccrequest/safedrink.html">www.state.nj.us/dep/dccrequest/safedrink.html</a> or call (609) 292-5550 for more information.]
		<input type="checkbox"/> 140. Ensure water tests are posted in each building.
		<input type="checkbox"/> 141. Submit a letter of prior uses from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA, 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
		<input type="checkbox"/> 142. Submit a Safe Building Interior Certification or other approval issued by the DOH for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. [Note: Contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email DOH using the link at <a href="http://www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml">www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml</a> ]

Notes:

11/1/2013	9/25/2014	<input type="checkbox"/> 143. Test for the presence of radon gas in every room on the lowest floor used by children in each building and post the test results in a prominent location in each building.
		<input type="checkbox"/> 144. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.

Notes:

		<input type="checkbox"/> 145. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard; complies with the Asbestos Hazard Abatement subcode and DEP.
--	--	--

**Building Maintenance**

1/7/2014	8/25/2014	<input checked="" type="checkbox"/> 146. Keep all surfaces clean and in good repair.
Notes: # 146 - Ensure that the extended slats on the gate leading into room 2 is free of sharp edges. (Bldg. 400).		
		<input type="checkbox"/> 147. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.

Notes:

		<input type="checkbox"/> 148. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
--	--	--

Notes:

		<input type="checkbox"/> 149. Eliminate moisture resulting from leaks or seepage.
		<input type="checkbox"/> 150. Maintain the building structure to prevent drafts, leaks and infestation.
		<input type="checkbox"/> 151. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		<input type="checkbox"/> 152. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
		<input type="checkbox"/> 153. Ensure window blinds are in good repair and blind cords are inaccessible to children.
11/1/2013	1/7/2014	<input checked="" type="checkbox"/> 154. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
		<input type="checkbox"/> 155. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
		<input type="checkbox"/> 156. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.

Notes:

		<input type="checkbox"/> 157. Raise temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children.
		<input type="checkbox"/> 158. Increase light in specific areas:

Notes:

		<input type="checkbox"/> 159. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 160. Ensure that doors in all interior rooms designated for use by children remain unlocked.
		<input type="checkbox"/> 161. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		<input type="checkbox"/> 162. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		<input type="checkbox"/> 163. Ensure that stairways are free of tripping hazards.
		<input type="checkbox"/> 164. Provide a barrier extending at least 5 feet above floor level.

**Note:** If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 165. Repair and/or paint surfaces in specified areas:
Notes:		
		<input type="checkbox"/> 166. Maintain indoor/outdoor garbage receptacles as follow: covered; emptied as needed; leakproof; clean.
3/28/2014	7/31/2014	<input checked="" type="checkbox"/> 167. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes:		
<i>Outdoor Play Area, Equipment and Maintenance</i>		
		<input type="checkbox"/> 168. Provide and maintain in good condition a fence, enclosure or other barrier for the outside play area.
		<input type="checkbox"/> 169. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
11/1/2013	4/28/2015	<input checked="" type="checkbox"/> 170. Grade or provide drains for the outside play area.
		<input type="checkbox"/> 171. Ensure that outdoor areas and play equipment are free from stagnant water.
8/25/2014	4/23/2015	<input checked="" type="checkbox"/> 172. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 173. Ensure play equipment is specifically age-appropriate for the ages served.
		<input type="checkbox"/> 174. Repair or remove broken/rusted toys in the outdoor play area.
8/25/2014	4/28/2015	<input type="checkbox"/> 175. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 176. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
		<input type="checkbox"/> 177. Ensure the safety of the children on route to the outdoor play area.
Notes:		
11/1/2013	1/7/2014	<input checked="" type="checkbox"/> 178. Remove debris and overgrown vegetation in the outdoor play area.
		<input type="checkbox"/> 179. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		<input type="checkbox"/> 180. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		<input type="checkbox"/> 181. Ensure pesticides are not applied in or around the center during operating hours and all toys and non-permanent play equipment are removed before application.
		<input type="checkbox"/> 182. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.
		<input type="checkbox"/> 183. Limit the number of children using the outdoor play area to the maximum capacity.
		<input type="checkbox"/> 184. Cease using dump and fill wading pools.
		<input type="checkbox"/> 185. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.
		<input type="checkbox"/> 186. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		<input type="checkbox"/> 187. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
11/1/2013	4/23/2015	<input checked="" type="checkbox"/> 188. Take necessary action to remove outdoor hazards.
Notes:		

**ALERT:** Effective 8/6/14, stackable cribs are prohibited. For more information on crib safety and safe sleep environments for infants, refer to CPSC's crib information center at [www.cpsc.gov/info/cribs/index.html](http://www.cpsc.gov/info/cribs/index.html).

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Angela Ross 11/1/2013  
Angela Ross & Catherine Verderame 2/28/14  
Angela Ross & Kathryn McGill 3/24/14; 3/28/14  
Angela Ross & Marisa Smith 5/5/15; 5/29/14; 7/9/14; 7/31/14; 8/25/14; 9/25/14



#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
154	11/1/2013	1/7/2014	Provide protective covers or shatterproof bulbs for the high hats located in room 5. ( Bldg. 400)	Delete
170	11/1/2013	4/28/2015	Ensure that the outdoor play area is graded.	Delete
178	11/1/2013	1/7/2014	Remove all debris from the outdoor areas.	Delete
188	11/1/2013	4/23/2015	Provide barriers around the drainage system located in the outdoor play area.	Delete
12	1/7/2014	3/24/2014	<p>On 1/7/14: There were 47 children present at the center. The center's licensed capacity is 30. (Bldg. 400)  There were 7 children ages 3.5 - 5 present in the multi-purpose area. The capacity is 4.  There were 17 children ages 2.5 - 3.5 present in room 2. The room capacity is 8.  There were 8 children ages 18 mos. - 2.5 present in room 3. The room capacity is 7.  There were 6 children ages 3.5 - 5 present in room 1. The room capacity is 5.  There were 9 children ages 0 - 18 mos. present in room 4. The room capacity is 6.</p> <p>On 2/10/14: There were 40 present at the center. The center's licensed capacity is 30. ( Bldg. 400)  There were 6 children ages 3.5 - 5 present in room 1. The room capacity is 5.  There were 14 children ages 2.5 - 3.5 present in room 2. The room capacity is 8.  There were 8 children ages 18 mos. - 2.5 present in room 3. The room capacity is 7.  There were 7 children ages 0 - 18 mos. present in room 4. The room capacity is 6.  There were 5 children ages 3.5 - 5 present in the multipurpose area. The capacity is 4.</p> <p>On 2/28/14: There were 34 children present at the center. The center's licensed capacity is 30. (Bldg. 400)  There were 15 children ages 2.5 - 3.5 present in room 2. The room capacity is 8.  There were 11 children ages 18 mos. - 2.5 present in room 3. The room capacity is 7.  There were 8 children ages 0 - 18 mos. present in room 4. The room capacity is 6.</p>	Delete
17	1/7/2014	3/24/2014	<p>1/7/14 - Children in rooms 3 &amp; 4 were observed sitting for extended periods of time during transitional times. i. e. lunch preparation, diaper changes. ( Bldg.400)  Ensure that appropriate time frames based on the ages of the children are practiced throughout the day including during transitional times. - (Abated Room 4) (Bldg. 400)</p> <p>Re-Cited - On 2/28/14 - Children ages 0 - 18 mos. were observed during lunchtime sitting in their high chairs for 45 minutes without any activities while staff fed and attended to other children. - Room 4 (Bldg. 400)</p> <p>On 2/28/14 - Children ages 18 mos. - 2.5 were observed sitting in their high chairs for up to 2 hours while staff prepared lunches, assisted children with toileting, diaper changes and feeding children. - Room 3. (Bldg. 400)</p>	Delete
91	1/7/2014	2/10/2014	Ensure that staff wash the diapering surface prior to disinfecting the diapering mat located in room 4. (Bldg. 400)	Delete
99	1/7/2014	2/10/2014	Ensure that the diapering mat located in room 4 is in good repair. (Bldg. 400)	Delete
118	1/7/2014	3/24/2014	A health certificate is also needed for your food vendor Primo Pizza	Delete
126	1/7/2014	2/28/2014	Ensure that the wires are secured on the emergency lighting system located at the egress in room 5. (Bldg. 400)	Delete
93	1/7/2014	2/10/2014	Ensure that children wash their hands before the intake of food. Staff directed children to wash their hands then to sit on the floor while she read them a story. When the story was completed staff instructed the children to go to the table to eat lunch.	Delete
134	1/7/2014	2/10/2014	Submit the final CCO reflecting the updated alterations and systems.	Delete
56	1/7/2014	8/25/2014	Ensure that when injuries occur that requires parents to be notified immediately, the accident report must reflect a phone call to the parent. The time the phone call was made must be documented also.	Delete
5	2/28/2014	3/24/2014	Ensure that staff/child ratios are maintained when staff leave the classroom to assist children with toileting and to wash hands after diaper changes. (Bldg. 400)	Delete
13	2/28/2014	9/25/2014	In order to maintain the center licensing capacity, provide an appropriate classroom setting for room 5 and the multipurpose area. (Bldg. 400)	Delete
34	2/28/2014	3/24/2014	The center must ensure children are given a complete nutritious meal at all times.	Delete
71	1/7/2014	9/25/2014	In addition to orientation training for new staff. As of 2/28/14 all staff including the sponsor must receive training from an outside facilitator regarding age - appropriate time frames for each activity. The facilitator must be approved by OOL prior to training.	Delete
91	2/28/2014	3/24/2014	<p>Re-Cited 2/28/14 - 1. Ensure that the 2 step process is executed when toys are sanitized - Room 4 (Bldg. 400)  2. When serving children ensure that food is served on a plate or napkin - all classrooms.  3. Ensure that high chairs are washed and disinfected prior to the intake of food. Staff placed the children in high chairs and gave them books. Staff then served their lunch without re-washing and disinfecting the high chairs. - Room 3 (Bldg. 400)</p>	Delete
93	2/28/2014	3/24/2014	<p>Re-Cited 2/28/14 - 1. Ensure children wash their hands prior to the intake of food. Staff washed children's hands and placed them into their high chairs and gave them books. Staff removed the books and served the children their lunch without re-washing their hands. - Room 3. (Bldg. 400)  2. Staff placed children into their high chairs and gave them a toy. Staff removed the toy and served the children their lunch without washing their hands - Room 4. (Bldg. 400)</p>	Delete

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
15	2/28/2014	3/24/2014	Children 18 mos.- 2.5 were confined to high chairs throughout the day. They were not provided the opportunity to engage in a mixture of active and quiet teacher selected activities. - Room 3 (Bldg. 400)	Delete
16	2/28/2014	3/24/2014	2/28/14 - Ensure that a variety of developmentally appropriate activities are provided - Room 3 (Bldg. 400) On 7/8/14 - Children were not provided with a free choice of materials and activities.	Delete
37	2/28/2014	3/24/2014	Ensure that each sippy cup and bottle is labeled with the child's name and date.	Delete
25	1/7/2014	2/18/2014	Abated 2/18/14 - Fax.	Delete
58	1/7/2014	2/18/2014	Abated 2/18/14 Fax.	Delete
82	3/24/2014	10/23/2014	Including immunization records.	Delete
71	3/21/2014	9/25/2014	1. Provide documentation of Orientation training for all staff. 2. Provide training for staff regarding supervision of children when napping - Room 6 (Bldg. 400) - Abated 7/31/14 3. Provide training for staff regarding supervision of children when toileting ( Bldg. 600) - Abated 7/31/14.	Delete
167	3/28/2014	7/31/2014	1. Ensure that children do not have access to the protruding water faucet located in the bathroom - Room 3. (Bldg. 600) 2. Ensure that children do not have access to the protuding knobs in the bathroom located in the hallway. ( Bldg. 600)	Delete
102	3/28/2014	5/5/2014	Room 3 ( Bldg. 600)	Delete
120	1/7/2014	4/29/2015	Building 400 & 600. ( Building 600 added 3/28/14.)	Delete
90	3/28/2014	8/25/2014	Building 600	Delete
3	5/5/2014	7/31/2014	5/5/14, & 5/29/14 - A child was left unsupervised in the bathroom ( Bldg. 600). OOL alerted staff to attend to the child. The center must ensure that children are supervised at all times. Re-train staff on supervision and submit documentation.	Delete
5	5/5/2014	7/31/2014	On 5/5/14 - Staff was observed leaving classroom # 2 ( Bldg. 600) constantly while assisting children with toileting. Develop a plan of action to ensure staff/child ratios are maintained at all times throughout the day.	Delete
12	5/5/2014	7/8/2014	There were 18 children present in classroom # 2. (Bldg. 600) The room capacity is 14. 5/5/14 - There were 23 children present in classroom #2, (Bldg. 600) The capacity for room 2 is 14. 5/29/14 - Based on a complaint there were 11 children in room 3, (Bldg. 600) The capacity for room 3 is 10.	Delete
13	5/5/2014	8/18/2014	1. Identify each classroom approved by OOL for children's use. ( Bldg. 600) 2. 7/8/14 Identify all rooms approved by the OOL for children's use. (Bldg. 400)	Delete
18	5/5/2014	10/23/2014	1. Provide the required equipment and materials for the ages of the children served in classrooms 2 & 3. ( Bldg. 400). Abated 9/25/2014 2. Define the required areas of activities for classrooms 1, 2 & 3. (Bldg. 400).	Delete
35	5/5/2014	7/8/2014	Staff gave an infant a bottle while the child was standing in an exersaucer (play equipment). ( Bldg. 400) Ensure that children are held when being fed or placed in appropriate seating. Re-train staff and submit documentation.	Delete
76	1/7/2014	N/A	A full-time Head teacher was hired.	Delete
72	5/5/2014	8/25/2014	Develop and post emergency evacuation and lockdown procedures including medical emergencies for Bldg. 400.	Delete
93	5/5/2014	10/29/2014	1. Staff did not was a child's hands before the intake of food in classroom #3 ( Bldg. 400). 2. Staff did not wash children's hands before giving them their bottles while playing outside ( Bldg. 400). The center must ensure that childre's hands are washed before the intake of food or liquids. - Provide doc.	Delete
14	5/29/2014	10/23/2014	1. Based on a complaint : The center must develop a plan of action to ensure that parents concerns are addressed in a timely manner. 2. The center must record and maintain on file a record of such incidents and documentation that parents have been informed and that their concerns has been addressed.	Delete
57	5/29/2014	10/29/2014	1. Based on a complaint : The center must develop a policy regarding communication between the parents and the center. - Abated 7/31/14 2. The center must ensure that a working phone is available at both buildings for the use of staff and parents. 3. The center must ensure that parents are able to leave messages and their calls are returned in a timely manner. Submit documentation	Delete
58	5/29/2014	9/25/2014	Based on a complaint : 1. The center must ensure that each staff is provided with a job description including responsibilities. 2. The center must maintain on file for review each staff job description including responsibilities. Submit documentation	Delete
71	5/29/2014	10/23/2014	Based on a complaint : 1. Ensure that staff are trained on the center's policy and procedures regarding parent communication. 2. Ensure that staff are trained on identifying bullying behavior. Submit documentation along with staff signatures.	Delete
70	2/28/2014	10/15/2014	1. Submit a letter acknowledging the directorship for your center. 2. 7/8/14 -Hire and submit the required documentation for the director/head teacher.	Delete

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
91	7/8/2014	9/25/2014	Staff was observed , after a diaper change, using lysol spray only on the diapering surface. ( Bldg. 400) Ensure that staff wash and disinfect the diapering surface after each diaper change. (2 step process)	Delete
3	7/8/2014	7/31/2014	Staff left 3 children unsupervised in room 1 while retrieving tissues located in room 2. ( Bldg. 400) Develop a plan of action to ensure that children are supervised at all times. Submit documentation along with staff signatures.	Delete
167	7/8/2014	7/8/2014	The electrical cord on the CD player was hanging in Room 1. ( Bldg. 400) The center must ensure that any cords that are within the reach of children are secured.	Delete
107	7/31/2014	8/25/2014	Bldg. 600	Delete
172	8/25/2014	4/23/2015	Ensure that the Climbing Equipment is anchored.	Delete
73	8/25/2014	10/28/2014	Ensure new directors complete staff development in Understanding Licensing Regulations within 90 days of hire.	Delete
12	8/25/2014	10/29/2014	Based on a complaint: 1. The center must ensure that the the center's daily enrollment does not exceed the center's licensed licensed capacity. Submit plan of action. 2. The center must cease the practice of taking children enrolled at the center off premises during times when the daily enrollment exceeds the licensed capacity. Submit compliance agreement and acknowledgement doc.	Delete
26	8/25/2014	9/25/2014	Based on a complaint: The center must ensure that positive guidance and discipline techniques are implemented throughout the center ( refrain from using corporal punishment). Submit documentation.	Delete
71	8/25/2014	10/29/2014	Retrain staff on: 1. Center's policy and procedures for guiding children's behavior ( Outside Training Required). 2. The center's policies and procedures for ensuring that the center is not over enrolled on a daily basis. Submit documentation	Delete